

MARINE UNMANNED AERIAL VEHICLE SQUADRON 3

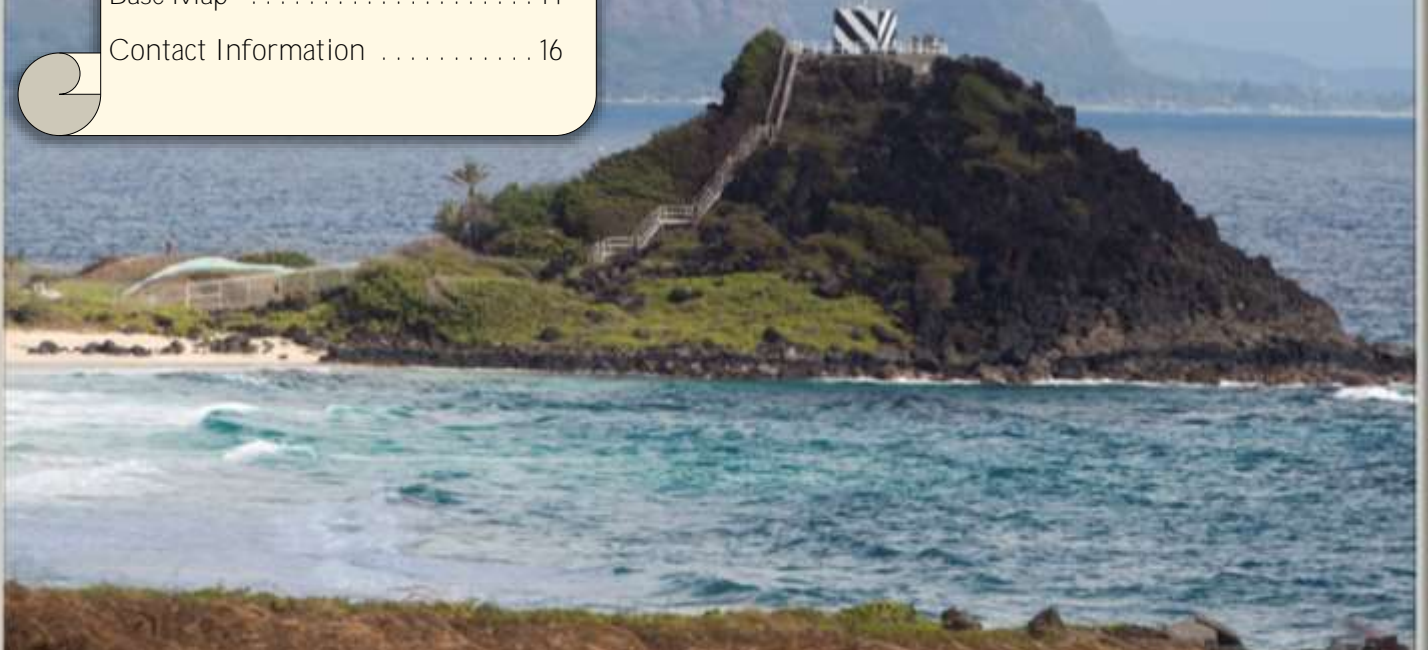
WELCOME ABOARD

PHANTOMS

December 2019

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MARINE CORPS BASE HAWAII
Kaneohe Bay Hawaii 96863



I am honored to take on the responsibility of being the VMU-3 Commanding Officer. I ask that you keep three tenets in mind as you go about your daily activities. Let these tenets guide you and influence every decision you make. The three tenets are:

**Professional Warrior Ethos
Combat Readiness
Compassion and Humility**

Professional Warrior Ethos

Nurture a professional warrior ethos. In the profession of arms, all things will fall into place by nurturing a professional warrior ethos. Both your professional and personal development are encompassed by the nurturing of a professional warrior ethos. As a Marine, your professional warrior ethos is anchored by our leadership traits and principles. If you can't think of anything else, fall back on these. The leadership traits are what define you. They are universal. Developing these traits builds character and simply makes you a good person. The leadership principles are the underlying, implicit daily tasks you should accomplish as you go about your day.

Combat Readiness

Ensure you ready for combat. Combat readiness is really a subset of the professional warrior ethos, but it needs special emphasis in the U.S. Indo-Pacific Command area of responsibility (AOR). III MEF is a forward-deployed MEF. VMU-3 is stationed in Hawaii in order to respond immediately to any contingency that occurs in the AOR, whether they be major combat operations or humanitarian assistance and disaster relief operations. We must be prepared to deploy to foreign lands at a moment's notice. To be completely combat ready, you must ensure all aspects of your lives are accounted for; i.e., your families must be prepared both administratively and mentally to carry on in your absence.

Compassion and Humility

Compassion and humility are what makes us human. We must never relinquish our humanity. I firmly believe that compassion is one of the core driving forces for all Marines. One of the reasons why you became a Marine was to make the world a better place. The concept of making the world a better place may seem excessively idealistic when written down, but it is a touchstone of being a Marine. In a daily practical sense, compassion translates to things such as looking out for your Marines, taking care of them. Humility is the recognition that you are human, that you will fail at some point. You cannot be right all the time. As you go through your day making the thousands of mundane decisions, keep an open mind, make an honest assessment of the situation, and have a backup plan in case you were wrong.

THE PHANTOMS ARE PROFESSIONAL WARRIORS!

Semper Fidelis,
Peter Y. Ban
Commanding Officer

Commanding Officer LtCol Peter Y. Ban

LtCol Peter Y. Ban, a native of Stony Brook, NY, received his Bachelor of Science in Biochemistry from Stony Brook University, NY, in 1995. He completed Officer Candidates School (OCS) in April 2001, where he earned the Academic Excellence Award. He completed The Basic School (TBS) in October 2001, earning the Military Skills Award.

LtCol Ban attended Naval Flight Officer (NFO) training at NAS Pensacola, FL, and received his wings in March 2003. He trained as an EA-6B Prowler Electronic Countermeasures Officer (ECMO) at NAS Whidbey Island, WA, and received the 7588 EA-6B ECMO designation in April 2004. He was then assigned to VMAQ-2, MCAS Cherry Point, NC. LtCol Ban served as the S-1 Officer and participated in two combat deployments to Iraq in support of OIF (July 2004 - January 2005; January - July 2006). After his second deployment, he was assigned as the Fixed Wing Action Officer / Electronic Warfare Officer, G-3, 2d MAW.



In July 2007, LtCol Ban reported to MWSS-171 at MCAS Iwakuni, Japan. He was immediately assigned as an individual augment to MWSS-172 in Camp Foster, Okinawa, Japan, for a combat deployment to Iraq. He served as the Future Operations Officer and deployed to Iraq for a third time from March - October 2008. Upon his return to MWSS-171, he served as the Operations Officer and the Airfield Operations Company Commander. LtCol Ban participated in HA/DR operations in the Philippines after Typhoon Ondoy in September 2009; led a detachment on a no-notice deployment to Pohang, South Korea, for Exercise INVINCIBLE SPIRIT in July 2010 (the response to North Korea's sinking of a South Korean corvette); and participated in HA/DR operations after the Tohoku earthquake and tsunami in Japan in March 2011. He earned the III MEF CG Leadership Award for his efforts during Exercise INVINCIBLE SPIRIT.

In July 2011, LtCol Ban attended the Marine Corps University Command and Staff College, Quantico, VA, earning a Masters in Military Science. He was then assigned to Counter IED Division, MCWL, as the LNO to the Joint IED Defeat Organization (JIEDDO). In spring 2013, LtCol Ban was redesignated as a 7315 Unmanned Aircraft Systems (UAS) Officer. He reported to VMU-3, Twentynine Palms, CA, in July 2013, as the Director of Safety and Standardization (DOSS). In December 2013, he was assigned as Detachment Commander, VMU Det A, VMU-1. He deployed to Camp Leatherneck, Afghanistan, from May - October 2014 and led the detachment during the RC (SW) end-of-mission operations and tactical withdrawal. LtCol Ban ended his tour with VMU-1 as the XO from June 2015 to June 2016. He led the planning and execution of the squadron's relocation from MCAGCC Twentynine Palms, CA, to MCAS Yuma, AZ, culminating in the flag relocation on 13 May 2016.

LtCol Ban joined N99 Unmanned Systems Directorate, OPNAV, in July 2016, where he worked on the rapid prototyping and accelerated acquisitions of unmanned systems. Following OPNAV reorganization, LtCol Ban was assigned to N911 Integration and Interoperability Division, Warfare Integration Directorate, where he assisted with the development of the DoN UAS Roadmap. In July 2017, LtCol Ban was assigned as the UAS Capabilities Integration Officer (UAS CIO), HQMC CD&I, responsible for developing UAS requirements and integrating UAS capabilities across the Marine Corps.

LtCol Ban assumed command of VMU-3 in June 2018. His personal awards include Air Medal (11th Strike/Flight Award), Navy and Marine Corps Commendation Medal (2 Gold Stars), and Navy and Marine Corps Achievement Medal.

Executive Officer Major Nicholas B. Law

Major Nicholas B. Law, USMC currently serves as the Executive Officer of Marine Unmanned Aerial Vehicle Squadron 3 (VMU-3) aboard Marine Corps Base Hawaii Kaneohe Bay, HI.

Major Law enlisted in the Marine Corps in January 2003, graduating from Parris Island, S.C. in April of that year. Following infantry training, he was assigned to 1st Marine Division and deployed to Iraq as a SAW Gunner with A Company, 1st Battalion, 5th Marines in late-2003. During this period, he participated in Operation VIGILANT RESOLVE throughout the spring and summer of 2004.

Upon returning from Iraq, Major Law was selected for the Enlisted Commissioning Program and was commissioned in December 2004. As a junior company grade officer from 2005-2007, Major Law served in a variety of aviation logistics billets at both the MALS and MAG-level within Third Marine Aircraft Wing. From 2007-2008, he commanded a Police Transition Team (PTT) in Al Anbar Province, Iraq.

Following this tour, Law was selected for the Foreign Area Officer Program in 2008, completing graduate studies at the Naval Postgraduate School and language training at Defense Language Institute Foreign Language Center (DLIFLC) in Monterey, CA in 2011. Upon completion of training, Major Law was assigned to the Defense Attaché Office, US Embassy (USEMB) Tunis, Tunisia, from 2011-2012.

Following this assignment abroad, Major Law was transferred to Detachment D, Marine Aircraft Group 49 aboard Naval Station Norfolk, Virginia, where he was assigned as the MALS-49 Det D OIC. In 2013, he assumed duties as the Deputy Site Commander for both MAG-49 Det D and Marine Medium Helicopter Squadron 774 (HMM-774). At the conclusion of this tour in April 2015, Major Law was promoted to his current rank, and was selected to attend Marine Corps Command and Staff College in Quantico, Virginia, graduating in June 2016.

Major Law was selected for transition to the UAS community in 2015, completing the U.S. Air Force Remotely Piloted Aircraft training pipeline and the USMC Unmanned Aerial Systems Officer course in April 2017. He was then transferred to VMU-3 to serve as a MAGTF EW/UAS Officer. Upon arrival at VMU-3, Law immediately deployed to Kuwait as a Future Operations Planner (CJ35) with Combined Joint Task Force-Operation INHERENT RESOLVE (CJTFF-OIR). Upon return, Major Law assumed the duties of Aircraft Maintenance Officer, serving a 15-month tour as the Maintenance Department Head for VMU-3.

Major Law has a PhD in International Studies from Old Dominion University, a Master of Military Studies (MMS) degree from Marine Corps Command and Staff College, a Master of Arts (MA) degree in National Security Studies from the Naval Postgraduate School, and a Bachelor of Arts (BA) degree in Speech Communication from the University of Georgia.

In addition to being a UAS Officer, Major Law is also a Middle East/North Africa Foreign Area Officer, an Advanced Foreign Security Force Advisor, an Advanced Information Operations Planner, a Space Operations Staff Officer, and a Joint Qualified Officer (Level II). He maintains professional language proficiency in Modern Standard, Iraqi, Egyptian, and Levantine Arabic.

Major Law's personal awards include the Joint Service Commendation Medal, Navy and Marine Corps Commendation Medal with "V" and two gold stars in lieu of third award, the Navy and Marine Corps Achievement Medal, and the Combat Action Ribbon.



Sergeant Major SgtMaj Alfonso Ramos Jr.

Sergeant Major Alfonso Ramos Jr. was born in Delano, CA. He enlisted in the Marine Corps on 15 March 1999. Following the completion of Recruit Training at MCRD San Diego and Marine Combat Training at Camp Pendleton, he attended Personnel Administration School at Camp Johnson, NC and became a 0121. During March 2003, he attended the Career Planner School aboard MCRD San Diego, CA and Lateral Moved into PMOS 4821.

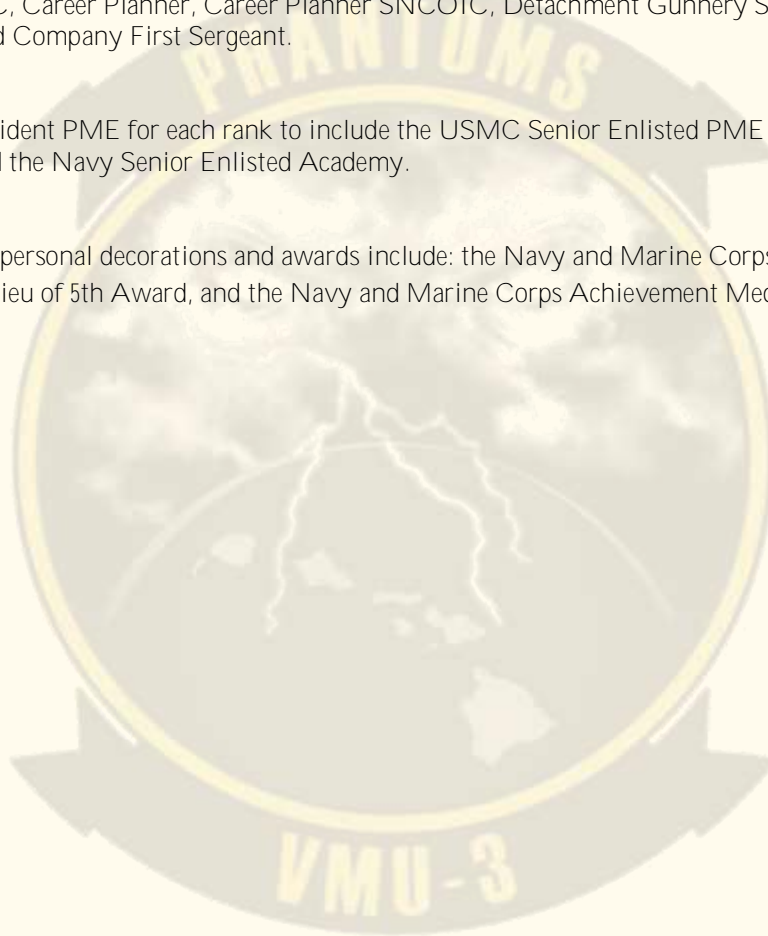
He has served in numerous units throughout his career. In order of assignment are: Headquarters and Headquarters Squadron, Marine Corps Air Station Futenma, Okinawa, Japan; Headquarters and Service Battalion, MEU Service Support Group 13, Combat Service Support Detachment 135, and G-1 Manpower, 1st Force Service Support Group, Camp Pendleton, CA; Marine Air Support Squadron 2, Marine Wing Communications Squadron 18, Personnel Support Detachment 18, Marine Air Control Group 18, 1st Marine Aircraft Wing, Okinawa, Japan; Marine Aviation Logistics Squadron 11, MCAS Miramar; 1st Battalion, 5th Marines, 3d Assault Amphibian Battalion, 2nd Battalion, 1st Marines, Camp Pendleton, CA; Combat Logistics Regiment 3, Okinawa, Japan; Headquarters Marine Corps MMEA, MCB Quantico, VA; 3d Battalion, 3d Marines and 3d Radio Battalion, MCB Hawaii; and 8th & 1, Marine Barracks Washington, DC.



He has served in numerous billets throughout his career. In order of assignment are: Service Record Book Clerk, Administration NCOIC, Career Planner, Career Planner SNCOIC, Detachment Gunnery Sergeant, MMEA Career Planner Liaison and Company First Sergeant.

He's attended all his resident PME for each rank to include the USMC Senior Enlisted PME Course, Air Force Senior NCO Academy, and the Navy Senior Enlisted Academy.

Sergeant Major Ramos' personal decorations and awards include: the Navy and Marine Corps Commendation Medal with 4 Gold Stars in lieu of 5th Award, and the Navy and Marine Corps Achievement Medal with 4 Gold Stars in lieu of 5th Award.



The History of VMU-3 Phantoms

The Commandant of the Marine Corps directed the establishment of Marine Unmanned Aerial Vehicle Squadron 3 (VMU-3) as part of the expansion of the Marine Corps to an end-strength of 202,000 active duty Marines. The addition of a VMU would enable the Marine Corps to decrease individual squadron operations tempo and free up capability to be used for further tasking by the Marine Air Ground Task Force Commanders. The United States Marine Corps activated VMU-3 on 12 September 2008 at Twentynine Palms, California, as a part of Marine Air Control Group 38 (MACG-38), 3d Marine Aircraft Wing (3d MAW), I Marine Expeditionary Force (I MEF) under LtCol James W. Frey as the first Commanding Officer and SgtMaj R. Mendez Jr as the first Sergeant Major.

The Phantoms took to the skies for the first time 10 days after activation on 22 September 2008 with the Shadow 200 Tactical Unmanned Aircraft System (TUAS). VMU-3 then supported several exercises including STEEL KNIGHT, several MOJAVE VIPERs, DESERT SCORPION, and a Weapons and Tactics Instructor's course (WTI). In support of WTI, VMU-3 became the first USMC UAS squadron to utilize a UAS as a Strike Coordination and Reconnaissance Coordinator (SCAR-C) platform and perform the role of forward observer for the High Mobility Artillery Rocket System (HIMARS). In preparation for the first squadron deployed, VMU-3 stood up three detachments. The inauguration of Detachment Alpha arose to support Shadow 200 TUAS operations in Operation ENDURING FREEDOM (OEF). Detachment Bravo activated in order to support Scan Eagle operations in OEF. Detachment Charlie activated in order to support Scan Eagle operations for Operation IRAQI FREEDOM (OIF). By January 2010, just sixteen months after the unit's activation, the Phantoms of VMU-3 found themselves deploying in support of OIF and OEF 9.2. VMU-3 provided over 225 hours of UAS support per day equivalent to keeping nine UAVs continuously airborne - the highest rate in USMC history. The amount of support



provided to the Marine Air Ground Task Force (MAGTF) was achieved by only 112 deployed Marines, one sailor, and four augments from MACG-38 units, as well as civilian contractors.

Over the course of VMU-3's seven month deployment, employment of the Shadow UAS evolved from a basic collections asset to a multi-role, fully integrated platform. The Phantoms not only built-up the existing infrastructure in theater, but maximized the support to the ground combat element (GCE) in terms of quality and quantity of hours. Furthermore, the Phantoms provided invaluable support to numerous major operations including the seizure of Marjah during Operation MOSTARAK. The Shadow UAS flew over 3,000 hours and over 500 sorties while Scan Eagle totaled over 17,500 hours through an average of 7 sorties per day. The Phantoms of VMU-3 raised the bar for UAS employment and rewrote the book on UAS tactics, techniques, and procedures (TTPs).

In the fall of 2010, VMU-3 continued to make history by pioneering new tactics and concepts. The Phantoms supervised the successful Inaugural Flight Operations of the newly-established VMU-4 in Yuma, AZ. The Phantoms supported the first-ever deployment of Marine Corps UAS aboard a Marine Expeditionary Unit (MEU) by providing a Subject Matter Expert (SME) to advise the 13th MEU staff and HQMC on the proper employment of maritime UAS operations. In addition, the Phantoms, in support of WTI 1-11, successfully provided laser guidance for Hellfire missiles and Laser Guided Training Rounds (LGTRs) to target impact. VMU-3 recorded this proof of concept and developed community-wide TTPs for hosting laser-guided weapons from all capable platforms.



The Phantoms continued to prep for their next deployment with ENHANCED MOJAVE VIPER and then deployed again in April 2011. Actions in theater motivated a convoy commander



to write a letter of appreciation to the Phantoms, thanking unmanned aircraft systems for saving his life in Afghanistan. The Phantoms returned from deployment in November and prepared for another deployment by supporting a WTI course, an ENHANCED MOJAVE VIPER, and a MARSOC exercise. As proof of the Phantom's commitment to mission, they were awarded with the 2011 Commandant's Aviation Trophy for outstanding performance of a Marine aviation squadron.

In keeping with an ever increasing tempo, the Phantoms prepped for another deployment by supporting multiple ENHANCED MOJAVE VIPER exercises. They deployed to OEF 13-2 from October 2012 to May 2013 and flew missions from Forward Operating Bases (FOBs) Dwyer, Shukvani, Payne, and later at Camp Leatherneck. VMU-3 supported multiple units with Shadow, Scan Eagle, and Aerosonde UAS. They supported 2/7, Combat Logistics Regiment 15 (CLR-15), 12th Georgian, 32d Georgian, Regional Command Southwest Regimental Combat Team (RCSW RCT), and Weapons Company 3/9. The Phantoms flew over 2,300 sorties and over 21,000 flight hours during the deployment. VMU-3 also supported units with Cargo Resupply Unmanned Aircraft System (CRUAS) missions with 463 sorties.



After returning from theater, the Phantoms supported several Integrated Training Exercises (ITXs) and WTI 1-14. By October the focus shifted to the relocation from Twentynine Palms, California, to Kaneohe Bay, Hawaii. VMU-3 officially joined the Hawaii community in June 2014 and supported several LAVA VIPER exercises both during and after the relocation to Kaneohe Bay. Setting up a new squadron in Hawaii came with many challenges. The Phantoms continually rose to these challenges and declared Initial Operations Capable (IOC) on 28 February 2015 and declared Fully Operations Capable (FOC) on 1 December 2015. The Phantoms now carry out their mission under the command of Marine Aircraft Group 24 (MAG-24), 1st Marine Aircraft Wing (1st MAW), III Marine Expeditionary Force (III MEF). VMU-3 has successfully transitioned to the Shadow V2 with the new capabilities enabled by the Tactical Common Data Link (TDCL) upgrades that were brought to the Shadow system in September 2015.

Philippines

The Phantoms began transitioning from the RQ-7B V2 Shadow



to the RQ-21A Blackjack UAS in September 2018. The squadron declared initial operational capability (IOC) in July 2019 and full operational capability in December 2019. The RQ-21A Blackjack brings a shipboard capability, advanced payloads, and an increased endurance capability to the VMU-3 arsenal. VMU-3 continues to lead the way for the Marine Corps with UAS operations in the U.S. Indo-Pacific Command area of responsibility.

Welcome to the VMU-3 Phantom Family!

Aloha!

My name is Johan Marree, and I am happy to have you join our Phantom Family. I hail from Beaverton, Oregon and have six years of experience in the Marine Corps. I have been with VMU-3 since June of 2019 where I have worked as the **Communications Officer as well as the Phantom Ohana's Uniformed Readiness Coordinator (URC)**.



Family Readiness is an integral part of VMU-3 as we continue to evolve and this is where I come in. As your URC, it is my role to provide two-way communication between our Command Team and our families. To accomplish this, I will do my best to provide your family with official squadron communication through newsletters, emails, social media and phone calls. This also means that the Command Team would like to hear from you.

Contact information is critical to the effectiveness of our ability to keep the lines of communication **open. When your Marine checks in, he/she, will provide me with their family member's information** to include phone numbers, mailing addresses, and email address. This information will be kept confidential and will never be misused. PLEASE keep me informed of any changes to your contact information so that I can maintain an up-to-date roster.

Your Marine will do their best to keep you informed, but as your URC, I can also help provide you with valuable resources and referral information offered to our Marine families. If you have a question **that I can't answer, I will do my best to find it! Chances are, the answer will not just benefit you, but other Phantoms as well.**

I also want to encourage you to get involved! This is YOUR Phantom Family so let us seize the opportunity to build a community in VMU-3! I welcome any ideas/feedback/information you may have, so feel free to call, email, or stop by at any time! I am also excited about building a fantastic volunteer team to make your ideas a reality!

There is no better way to make friends and build community than by joining in whenever you can!

So, WELCOME!

I look forward to meeting you!

1stLt Johan Maree

Work: 808-257-3157

Email: johan.maree@usmc.mil

Phantom Social Media:

Website: <http://www.1stmaw.marines.mil/Subordinate-Units/Marine-Aircraft-Group-24/VMU-3/>

Facebook: Organizational Page—<https://www.facebook.com/VMUthree/>

Friend: Vmuthree Fro (You must connect here first, in order to join the spouses group)

Unofficial Spouses group (secret): VMU3 Phantom Spouses Group

The Single Marine & Sailor Program (SM&SP) is a highly energized program designed to address and enhance the quality-of-life for Single Marines and Sailors in a measurable manner. This program accomplishes this by providing three core components:

1. Quality of Life
2. Community Involvement
3. Recreation

VMU-3 SMP Representatives



Corporal Rothchild (S6)



Lance Corporal Hoover (S6)



FAQ

Q: Who qualifies for the SM&SP?

A: All single/unaccompanied Active Duty Marines and Sailors who serve aboard MCB Hawaii.

Q: If I have a girlfriend or boyfriend, can I still participate in SM&SP activities and events?

A: Absolutely. You will be completely eligible for the program's benefits until you are married.

Q: Is it true that the SM&SP is a dating service?

A: No. The SM&SP is a "Quality of Life" program dedicated to serving the single/unaccompanied Marines and Sailors serving aboard MCB Hawaii.

Q: What types of events and activities does the SM&SP offer?

A: The SM&SP offers a wide variety of activities — everything from neighbor island excursions to on-base activities.

Essentially, the sky's the limit (and the MCO that prohibits the really dangerous stuff). Watch this short video to see the types of events we offer.

Q: If I do not qualify for the program, can I still be a part of it?

A: Yes, you can. You are more than welcome to attend the meetings and share your ideas. You may also assist by volunteering at any of the SM&SP unit events. We urge you to help your unit representative in passing on information and coordinating events for your unit.

TRICARE Medical and Dental

Your TRICARE eligibility doesn't change when you move. But it may change your health plan options. Keep these things in mind when you know you're about to move:

- ◆ Don't disenroll from any plan before you move.
- ◆ You're covered by your current plan on your way to your new location.
- ◆ Make sure you tell your regional contractor and all doctors if you have other health insurance
- ◆ Update your address and other personal information in the Defense Enrollment Eligibility Reporting System after you move.

Dental 21st Dental Company Building 3089, "D" Street, Marine Corps Base Hawaii

Appointments (active duty only): 473-1880, ext. 93204/93205

Open: 7 a.m. to 4 p.m.

After-hours Active Duty Dental Emergencies: 864-4705

21st Dental Company, MCBH (Active Duty Only): 257-3100, ext. 1

Kaneohe Bay Branch Health Clinic Building 3089, "D" Street, Marine Corps Base Hawaii

808-257-3365 |

Services provided include Family Medicine (care provided by Medical Home Port Teams), Aviation Medicine, **Dermatology (by referral)**, Immunizations, Laboratory, Medical Readiness Clinic, Mental Health (active duty only), Obstetrics, Optometry, Pharmacy, Physical Therapy and Sports Medicine (by referral), Preventive Medicine and Occupational Health (limited basis), and Radiology.

Clinic Hours:

Monday through Friday: 7:30 a.m. to 4 p.m. | Weekends and Federal Holidays: Closed

Extended Medical Home Port Primary Care Hours: 7:30 a.m. to 6 p.m. (NHCH Call Center Appointment Line and Kaneohe Bay Pharmacy (no handwritten scripts after 5:30 p.m.) have extended hours to support later primary care appointments)

Routine Care While Traveling

Active Duty Service Members

If traveling TDY, TAD or between duty stations, you must receive all routine (nonemergency) care at a military treatment facility (MTF) if one is available. If an MTF is not available, prior authorization from your primary care manager (PCM) is required for nonemergency care. You are responsible for all costs associated with nonemergency medical care performed at a civilian facility without prior approval.

Active Duty Family Members

Active duty family members (ADFMs) should try to get all routine care before traveling. If enrolled in a TRICARE Prime option, a PCM referral is required to avoid point of service (POS) charges.

*ADFMs not enrolled in a TRICARE Prime option can make an appointment with any TRICARE authorized provider.

Temporary Lodging Allowance (TLA) / Housing

Temporary Lodging Allowance (TLA) is an allowance to partially **reimburse** a member for the more than normal expenses incurred while occupying temporary lodging. TLA reimburses the cost of lodging, meals and incidentals according to the size of your family and whether the facility has an adequate or inadequate kitchen. Arrival TLA can be granted up to 30 days during the initial entitlement period only, in increments of 10 days. The 30 days entitlement period commences the day the member reports to their new command.

Military Members Accompanied By Sponsored Dependents

These members must check in to the Family Housing Office, located at 1571 Lawrence Road, to apply for base housing within 72 hours of reporting to their gaining command. They must be accompanied by their family or have proof that the family will be arriving within 14 days of reporting to their parent command (a flight itinerary will suffice for proof of arrival). Once checked in with housing and put on the waitlist, be advised that the wait time could be up to one year before you are able to receive suitable on-base housing.

***DO NOT ENTER INTO A LEASE AGREEMENT PRIOR TO CHECKING INTO THE HOUSING OFFICE**

The Housing Office can assist in finding BOTH on and off base housing options.

PACOM TLA Policy

IAW para 5d of PACOM Instruction 0614.5, 8 Apr 09, "TLA will be terminated under rules specific to each service or when military, public private venture, or when housing on the economy is available, whichever event occurs first."

TLA will be stopped if a member is not aggressively searching for off-base housing or turns down 802 or PPV housing (including other service PPV housing). The MCB Hawaii Housing Office will review the aggressive housing search prior to issuing the TLA Certificate.

Please acknowledge the following:

1. If I am offered PPV housing anywhere on Island and decline the housing, my TLA can be stopped by the MCB Hawaii Housing Office.
2. I must provide documentation of 5 aggressive housing searches to the MCB Hawaii Housing Office during the first 10 days of TLA. I must provide documentation of 10 aggressive housing searches to the MCB Hawaii Housing Office for each additional 10 day TLA period.

Lodging

For Lodging Reservation: The Lodge at Kaneohe Bay is the designated government lodging facility that all married military personnel stationed at MCB Hawaii, MUST check for availability. For reservations, call **(808) 254-2806** or **online reservations at www.innsoftthecorps.com**. A statement of non-availability will be issued by the Marine Corps Base Lodge when there is no vacancy. If/when there is no vacancy at MCB Hawaii, reservations can be made at a TLA Approved Hotel on Oahu. A hotel listing can be obtained at the Housing Office by calling **(808)257-0977/2705** or requesting a copy by email at **MCBH.G4.FMLY.HSG.FMB@USMC.MIL** to have it e-mailed to you in order to make a lodging reservation prior to your arrival to Hawaii. A Tax Exemption form will be issued to you to waive the transient accommodation tax. This form can be requested from the TLA Office located at the MCB Hawaii Housing Office by calling **(808)257-0977/2705** or it will be issued to you when you check in to the TLA Office.

Bona Fide and Geographical Bachelors (E6 and Above)

Must check the availability of the Unaccompanied Personnel BEQ, at Kaneohe Bay, contact Gary Johnson, UPH Manager at MCB Hawaii, phone number **(808)257-4170**. A Certificate of Non-Availability will be issued when/if there are no rooms available. This certificate must be presented to the Temporary Lodging Allowance Office, located in the Housing Office, who will give you a thorough brief on TLA reimbursement procedures and the requirements to receive TLA. You will be assigned a TLA Counselor, who will be processing your TLA reimbursement claims and will be monitoring your Aggressive Housing Search in increments of ten (10) days.

Documents Required Upon Checking into the TLA Office

- 1) PCS Orders to include Reporting Endorsement upon checking in to IPAC.
- 2) Travel Claim
- 3) Housing Information (1) Housing Application; (2) TLA Certificate
- 4) Non-Availability statement from BOQ (Bona Fide & Geographical Bachelors)
- 5) Non-Availability statement from The Lodge @ Kbay

Your TLA reimbursement claim will then be reviewed and forwarded to the Housing Director, TLA Approving Authority for approval and signature. Your TLA claim will then be processed via DTMS/MOL, then certified and forwarded to your paying DSSN.



Vehicles and Weapons

Receiving Shipped Vehicles

You can track your vehicle through www.whereismypov.com. Though it mentions you need to make reservations to pick up your vehicle from Matson, this is not correct for members of the Armed Forces. Walk-in times are Monday – Friday from 0800 – 1430, closing time of 1530. The process is very easy and should not take **more than an hour. Bring your picture ID (valid driver's license)** and the vehicle survey to the port for pick-up. Matson will give you a free car wash from one of three facilities on the island. More information can be obtained by calling (800) 896-7745. The address for the pick-up location is 1411 Sand Island Pkwy, Honolulu, HI 96803.

Vehicle Registration

Once your vehicle is received and picked up from the port, you have **30 days** to register your vehicle in Hawaii which includes a safety inspection. There are multiple locations to receive the inspection. The longest wait for registering the vehicle is proof of insurance. The registration office does not accept printed proof of insurance; it must be from the insurance company with the company logo watermarked for Hawaii. Depending on the state you live in, if you keep your state license and registration, they **might suspend your driver's license due to no longer having insurance in that state (i.e. Florida)**. What will need to be done in **order to keep your driver's license valid is faxing a copy of your orders to Hawaii, a letter from yourself explaining the situation with the policy of your current insurance, and a faxed copy of the insurance policy directly from your insurance company**. The vehicle registration process can be a little crazy so we have provided some example steps of what to expect.

Example: Out-of-State license – Receive a temporary pass from the **front gate of the base with valid driver's license, proof of insurance, and registration**. Proceed to a valid vehicle safety inspection venue (will fail due to not having Hawaii registration). Take the proof of failed safety inspection to the DMV or satellite office along with your insurance watermarked for Hawaii. After the vehicle is registered, return to the safety inspection venue to receive a passing safety inspection and the stickers for your vehicle. Once all the previous steps are complete you can go to the base Pass and Tag office located at the Provost Marshall Office (PMO).



Weapons

Ensure you check the Hawaii regulations for weapons to ensure your weapon is legal in the state of Hawaii. You can find this information at the link below:

<http://www.honolulu.gov/information/index.php?page=gunmain>

Upon arrival you will have three days to register your weapon with the Honolulu Police Department (808-723-3190). You will be required to bring your weapon in a case when you register your weapon. The hours are 0745 – 1630; however, you must show up NLT 1500. The address is: 801 South Beretania Street Honolulu, Hawaii 96813 After registering your weapon with the Honolulu Police Department they will give you a registration card that you will need to give to PMO in building 1095 on the first deck.

Motorcycles

Per Group Order 5100.2, MAG-24 Motorcycle Mentorship Program, Arriving personnel who own/operate a motorcycle, moped, or ATV shall inform their chain of command, Motorcycle Program President, and Ground Safety Officer within 3 days of check in.

Only those personnel on the 'Authorized to Ride' list shall be permitted to operate motorcycles, mopeds, or ATVs.

Personnel shall not be placed on the "Authorized to Ride" list until after they have attended at least one monthly Motorcycle Mentorship Program meeting. In order to remain on the list personnel shall attend each month's meeting. Failure to attend the monthly Motorcycle Mentorship Program meeting without prior coordination with the Motorcycle Mentorship Program President shall result in removal from the "Authorized to Ride" list.

The required documents to be eligible for the "Authorized to Ride" list are listed below:

1. BRC/ARC Card
2. Drivers License with Motorcycle Endorsement
3. Motorcycle Registration
4. Hawaii Vehicle Safety Inspection
5. Proof of Valid Motorcycle Insurance

PETS

A Rabies Free Hawaii

Hawaii is rabies-free. Hawaii's quarantine law is designed to protect residents and pets from potentially serious health problems associated with the introduction and spread of rabies. All dogs and cats, regardless of age (puppies and kittens included) or purpose, must comply with Hawaii's dog and cat import requirements.

Chapter 4-29 Hawaii Administrative Rules, governs the importation of dogs, cats and other carnivores into Hawaii. This law states that dogs and cats meeting specific pre- and post-arrival requirements may qualify for 5 Day Or Less quarantine program, which has a provision for direct release at Daniel K. Inouye International Airport (Honolulu) after inspection.

Furthermore, the law requires dogs and cats that do not meet all of the specific 5 Day Or Less program requirements to be quarantined for up to 120 days upon arrival in Hawaii.



Prohibited Animals

The regulation of animal breeds and species that are permitted to enter Hawaii is under Plant Quarantine Branch jurisdiction and administrative rules. Non-domestic dogs and cats and hybrids such as wolf, wolf cross, Dingo, Bengal, Savannah, etc are prohibited under Plant Quarantine (PQ) law. Refer to Plant Quarantine's animal guidelines for importation.

Puppies and Kittens

Due to the minimum amount of time needed to prepare a puppy or kitten to meet the requirements of the 5 Day Or Less program, a newborn puppy or kitten will be about 6 months of age by the time the preparations are completed. Puppies and kittens not able to meet all of the requirements for the 5 Day Or Less program will be quarantined for 120 days.

Refer to <http://hdoa.hawaii.gov/ai/aqs/aqs-info/> for the most current information on bringing your pets to Hawaii.



The island of Oahu is the third largest of the Hawaiian Islands but the **most populous island and home to Hawaii's capital city of Honolulu** along its southeast coast. Oahu has an approximate population of one million people with over 25,000 of them living or working at Marine Corps Base Hawaii (MCBH).

MCBH is comprised of both Kaneohe Bay and Camp Smith. Kaneohe Bay is the major USMC installation aboard Oahu and the home of VMU-3. Camp Smith is home to MARFORPAC.



#	DESCRIPTION	BLDG	#	DESCRIPTION	BLDG	#	DESCRIPTION	BLDG
1	ARMORY	4054	16	FAMILY HOUSING/TLA	1571	31	MAG-24 HQ	6468
2	AUTO SKILLS CENTER	3097	17	FIRESTONE AUTOMOTIVE	1667	32	MARINA	6800
3	BASE CO HQ	216	18	FOOD COURT	6477	33	MEDICAL, FLIGHTLINE	301
4	BOQ	503	19	FOOD, KAHUNAS E5 (-)	1629	34	MEDICAL, MAIN	3089
5	BOWLING ALLEY	1666	20	FOOD, L&L BBQ	1255	35	MOKAPU ELEMENTARY	1193
6	CHAPEL	6677	21	FOOD, MCDONALD'S	6691	36	O'CLUB	502
7	CIF (IIF)	4088	22	FOOD, SAM ADAMS	3088	37	PMO	1096
8	COMMISSARY	6088	23	GATE, MAIN	N/A	38	POOL, MAIN	981
9	DEERS/ID CARD	1044	24	GATE, MOKAPU	N/A	39	RSO BKS OFFICE	4030
10	DENTAL	3089	25	GYM, SEMPER FIT	3037	40	SAFETY, BASE OFFICE	279
11	DMO/SATO TRAVEL	209	26	INN OF THE CORPS	3038	41	SINGLE MARINE PROGRAM	1629
12	EDUCATION CENTER	220	27	IPAC (INBOUND, 1ST DECK)	1043	42	SNCO CLUB	3088
13	EXCHANGE, ANNEX	1090	28	LAUNDRY MAT	1255	43	THEATER	219
14	EXCHANGE, GAS & MORE	1667	29	LEGAL, BASE	215	44	UNIFORM STORE	1090
15	EXCHANGE, MAIN	6109	30	LIBRARY	219	45	VEHICLE REGISTRATION	1095



POINTS OF CONTACT

Marine Unmanned Aerial Vehicle Squadron 3
Marine Aircraft Group 24
P.O. Box 63057
MCBH Kaneohe Bay, Hawaii 96863-3057

Squadron Duty Officer: (808) 375-7062

S1 Administration: (808) 257-3165

JPAC Front Desk: (808) 257-1371

The Lodge: (808) 257-2806

Tripler ER: (808) 433-6629

Emergencies: 911



MCBH Kaneohe Bay
Sexual Assault Prevention and Response Support Line
(808) 216-0126

Military One Source
www.militaryonesource.com
24 Hour Hotline: 800-342-9647

